

Location:

Rainbow Lodge

Called to Order: 7:05

Quorum Met

In Attendance:

Bill Morfey-P	Peter Davies - S	Paige Ochterbeck-T	Darlene Wayt-D
Lorrain Cherry - D	Jennifer Vickers	Kirk Guy	Tim Louque
Gary Nordstrom	Chris Ochterbeck	Forrest Andrews	Carolyn Bryant

Officer's Reports

<u>Secretary's Report</u> –The meeting minutes were reviewed and no corrections were offered. Darlene Wayt made the motion to accept the minutes which was seconded by Bill Morfey. By a show of hands, the Minutes were approved without correction.

<u>Treasurer's Report</u> – Paige Ochterbeck reviewed the financials. There was a question concerning the reimbursement of Michelle Ray for the Masquerade Party for \$500. It was noted that this was included in the budget and had been authorized. There was also a question concerning the status of the refund from the previous self-storage contract.

Federal Taxes – It has been confirmed that the TMCC is considered a 501(c)-4 entity by the IRS and that the Club was incorporated in 1980 by the State of Texas. Due to the restructuring of the ad rates, the Timbergram is now generating profits and there was a question of whether the publication is considered an "unrelated business" and therefore the Club needed to pay federal income taxes. There were several opinions expressed with a general consensus that the Club should obtain support from a CPA and/or Attorney specializing in tax issues for 501(c) -4 entities. The Secretary volunteered to find such a firm or individual and report back to the Board at the next meeting.

<u>Introduction</u> – Forest Andrews was introduced and gave a brief summary of his background and abilities. He indicated he would be interested in an upcoming Board Director vacancy and will forward his biographical information on to the Nominating Committee to be considered at 2015 Election of Officers and Board Members.

Committee Reports

Activities-

Masquerade Party – There was a general consensus that the event was successful, but it was poorly advertised and there should have been more QC/QA for the advertisements.

Committee Reports (Continued)

Sponsored Events – There was an ensuing discussion about future sponsored events and how TMCC should adopt standardized guidelines that include that the event must recognize TMCC, that there has to be active promotion of the event and that all materials/advertisements should be approved by the committee before they are distributed.

Future Events –There was some discussion among members about the possibility of some future events including a home tour, wine tastings and a food drive.

<u>Architectural Review Committee</u> -No report. There is information that a builder is interested in joining two (2) existing lots in Section 5 on Queenswood into one (1) lot and will require them to re-plat with the COH and Amend the Section 5 plat.

<u>Beautification</u>- There was continued discussion about the scope of services being provided by the existing landscape contractor for the areas along West 11th Street and Ella Boulevard; and the desire to get a quotation from other landscape companies. The Secretray volunteered to provide a draft Scope of Work (SOW) to be distributed for review and discussed t the next Board Meeting.

<u>Block Captains</u> – There was a request to have the Block Captains listed/identified in the future editions of the Timbergram.

<u>Deed Restriction Committee</u> – A new owner, who purchased an undeveloped lot at 2329 Willowby, has sent a letter to the TMCC with a copy of his survey claiming that the Timbergrove monumental sign on Droxford encroaches on his property and has asked us to have the sign removed. Board members volunteered to make an assessment of the situation and report back to the Board at the next Board Meeting.

Environmental Affairs

11th Street Park- Lorraine covered the on-going trail project and submitted a written report which is attached.

Southwaste-It was explained that there are two (2) permit applications before the TCEQ, one for expansion of the existing facility and a second for the installation of chemical odor scrubbers. It was noted that even if the scrubbers are installed and they are effective, there is no binding agreement in place to keep them maintained and functional, (See attached report).

Committee Report Continued

Environmental Affairs

Jaycee Park- Darlene Wayt chronicled her dealing with the COH and the numerous steps that are required to get approval to accept a donation form Silver Eagle Beverages, obtain insurance and to get a vendor to place two (2) portable chemical toilets in the park with periodic service for a year Due to the requirements of the City, TMCC was required to purchase an insurance policy for liability. A motion was made by Darlene Wayt to authorize \$487.82 for the insurance policy which was seconded by Peter Davies. The motion was approved by a show of hands, with no objections. The President further authorize Darlene to act on behalf of the Board to prepare the necessary paperwork for signatures so that the project can move forward, (See attached report).

Proposed Bryce Street Trailhead Park – Following review of the proposed plan for the park, review comments were sent including requesting additional off street parking.

Bryce Street Chemical Feed Station- The project manager for the consulting engineer has changed. We have been contacted by the new project manager and the firm is still going through the design phase and has submitted their drawings to the COH for Floodplain review. When they have a final design they will forward it to the TMCC for comment.

Membership — The chairman reviewed the participation and provided the attached report. There was a brief discussion about incentives to boost participation, including gift cards for Block Captains, making it easier to pay dues online and other suggestions. Revisiting the question about the IRS requirements, it was decided the language on the dues solicitation forms needed to be revised to indicate that these donations are not considered tax deductible, in certain instances.

<u>Timbergram</u>-Jennifer reviewed the progress to-date and was commended for her work.

Timbergreeters- No report

<u>Website</u> - Chris addressed the jettisoning of the previous domain provider as the cost to benefit ratio did not seem to be in favor of the Club. The website portal has been revised and the sites redirected. Some of the features were demonstrated for members. The question of copy or trademarking Timbergrove Manor and/or TMCC was discussed and one of the members will research the concept and report to the Board at the next meeting.

Yard of the Month- No report

Old Business

Darlene submitted her report on several issues which is attached.

Proposed Slate of Officers and Board Members for the 2015 Election – The slate for the upcoming elections are as follows:

William (Bill) Morfey	President	
Leslie Hillendahl	Vice President	
Peter Davies	Secretary	
Paige Ochterbeck	Treasurer	
Forrest Andrews	Director 2015-16	M.I.
Gary Nordstrom	Director 2015-16	

New Business -

Possible speakers for future meetings were suggested, including Harris County Precinct 1 Constable and Commissioner for Precinct 4 Jack Cagle.

Darlene explained the lack of enforcement of the prohibition of cell phones within school zones, such as the zone on Ella Boulevard in front of Sinclair Elementary School. Since the COH will not be providing warning signage the only alternative is to promote driver awareness.

Next Meetings:

General Meeting- November 11, 2014 at Sinclair Elementary at 7:00 PM.. The program will be about the reported cat mutilations in the Timbergrove Manor, Lazybrook and surrounding areas. The guest speakers will be HPD and Jennifer Estopinal.

Board Meeting – The next meeting will be November $25^{\rm th}$ at 7:00 PM at the Rainbow Lodge.

Adjournment

A motion was made by Lorraine Cherry to adjourn the meeting at 8:45 PM which was seconded by Paige Ochterbeck and approved by a show of hands.

These TMCC Board Meeting Minutes were prepared by Peter Davies and are to be submitted at the November 25th Meeting for Review Comment and Corrections.

Peter Davies, TMCC Secretary

Attachments



TMCC Board Meeting October 28, 2014

William & Marke Bill Morfey, President Leslie Hillendahl, Vice President Peter Davies, Secretary Paige Ochterbeck, Treasurer Patrick Valentz, Director Lorraine Cherry, Director Darlene Wayt, Director Allen White, Director Committee Members and Guests JENNIFBIZ VICUETA -MK GWY

Timbergrove Manor Civic Club Profit & Loss Budget Performance

September 30 through October 28, 2014

	Sep 30 - Oct 28, 14	Jan 1 - Oct 28, 14	Annual Budget
Ordinary Income/Expense			2. 1
Income			
Beautification Fund	0.00	1,063.00	1,000.00
Club Dues	505.20	23,897.76	25,000.00
Deed Rest. Enforcement Fund	0.00	953.00	500.00
Donations-4th of July	0.00	500.00	500.00
Donations-Easter Egg Hunt	0.00	350.00	500.00
Donations-Snow Party	0.00	0.00	3,000.00
Interest Income	0.00	186.10	300.00
Neighborhood Security Fund	87.53	2,067.53	500.00
Other	0.00	1,364.00	1,500.00
Rummage Sale Rev.	0.00	275.00	400.00
Timbergram Adv. Revenue	807.17	4,982.17	4,500.00
Total Income	1,399.90	35,638.56	37,700.00
Expense			
4th of July	0.00	90.21	600.00
Bank Charges	0.00	2.75	50.00
Beautification	0.00	6,204.50	12,500.00
Deed Rest. Revision-Legal	0.00	0.00	1,000.00
Deed Rest. Revision-Printing	0.00	0.00	500.00
Deed Rest. Revisions	0.00	0.00	2,000.00
Donation-Friends of 11th Street	0.00	5,000.00	
Donations	275.00	2,823.71	500.00
Easter Egg Hunt	0.00	657.84	700.00
General Meeting Food	0.00	348.71	450.00
Holiday Decorations	0.00	84.00	
Insurance	0.00	744.00	750.00
Masquerade Party	0.00	0.00	500.00
Section 1992 - Anna Contraction of the Section 1997	0.00	0.00	50.00
Meetings	0.00	0.00	350.00
Membership	56.00	407.53	100.00
Misc./ Other	0.00	174.35	300.00
Neighborhood Security Expenses	0.00	141.80	200.00
Office/Postage	0.00	678.12	600.00
Rummage Sale/Shred Day Expense	0.00	0.00	5,000.00
Snow Party	0.00	1,185.83	660.00
Storage Unit	0.00	4,107.00	4,800.00
Timbergram	0.00	2,050.00	2,000.00
Vehicle Decals	41.63	963.58	1,500.00
Volunteer Dinner	41.03	303.30	1,000.00
Web Site	0.00	71.43	100.00
Online Payment Processing Fees	0.00	1,700.88	2,500.00
Web Site Subscription	0.00	1,772.31	2,600.00
Total Web Site	0.00	1,772.31	2,000.00
Total Expense	372.63	27,436.24	37,710.00
Net Ordinary Income	1,027.27	8,202.32	-10.00
Net Income	1,027.27	8,202.32	-10.00

10:08 AM 10/28/14 Cash Basis

Timbergrove Manor Civic Club Balance Sheet

As of October 28, 2014

	Oct 28, 14	
ASSETS	00020,	
Current Assets		
Checking/Savings		
First National Bank	14,396.78	
Integrity Bank CD - January	26,056.44	
Integrity Bank CD - July	25,168.98	
Integrity Bank Checking	14,914.09	
Total Checking/Savings	80,536.29	
Total Current Assets	80,536.29	
TOTAL ASSETS	80,536.29	
LIABILITIES & EQUITY	4.00	
Equity		
Opening Bal Equity	62,608.80	
Unrestrict (retained earnings)	9,725.17	
Net Income	8,202.32	
Total Equity	80,536.29	
20 to 100		
TOTAL LIABILITIES & EQUITY	80,536.29	

10:10 AM 10/28/14 Cash Basis

Timbergrove Manor Civic Club Transaction Detail By Account September 30 through October 28, 2014

	Type	Date	Num	Name	Memo	Split	Amount
First National Bank	Deposit	10/26/2014			Deposit	Club Dues	86.85
Total First National Bank							
Integrity Bank Checking							
	Check	10/26/2014	1257	Bill Morfey	Wine	Volunteer Dinner	-41.63
	Check	10/26/2014	1258	Peter Davies	PO Box for S14	Misc./ Other	-56.00
	Check	10/26/2014	1259	Sinclair PTA	Sinclair Fall Fest	Donations	-275.00
	Deposit	10/26/2014			Deposit	Club Dues	30.00
	Deposit	10/26/2014		Square	Deposit-End of Sept	-SPLIT-	227.81
	Deposit	10/26/2014		Square	Deposit-October	-SPLIT-	248.07
	Deposit	10/26/2014		Square	DepositTG Invoices	Timbergram Adv. Revenue	807.17
Total Integrity Bank Checking							940.42
TOTAL							1,027.27

Report for the October 28, 2014 TMCC Board Meeting

Jaycee Park Porto-Potty Installation & Maintenance

The TMCC received the designated donation, solicited by CM Cohen, from Silver Eagle Distributors for two porto-potties. In addition to the cost of the two units (\$2,240.77), general liability insurance (\$996.65) and the HPARD application fee (\$250) are required.

The donation is \$3,000.00. The total cost is \$3,487.42.

If the contract for the units runs from 12-6-14 through 12-5-15, two Winter Festivals, the cost for those two events will be reduced by at least \$170.00.

MOTION: Authorize Darlene Wayt to move forward by obtaining the Certificate of Insurance, submitting the HPARD application, and then contracting with Payless Porta Jons for 2 porto-potty units for Jaycee Park for one year.

Jaycee Park CIP Update

Pete Davies and I are trying to schedule a meeting with the Parks Program Manager. No engineering information has been received from the General Services Department.

Jaycee Park Other News

The white parking stripe on Seamist and the pedestrian crossing stripes from Seamist across to Wynnwood have been repainted. A tree branch blocking the pedestrian crossing sign needs to be trimmed, so the 311 for that is outstanding and I will follow up.

Sinclair Elementary News

- At the 10-15-14 SDMC meeting, Abby Taylor stated Sinclair's budget was cut by \$72,000 this year and there will be more cuts next year; Abby opted not to cut any positions or magnet classes but there are no funds in Sinclair's budget for technology maintenance.
- As of 10-22-14, the PTA raised \$20,432.15 for the library.
- As of 10-22-14, The PTA's community fall festival raised \$8,769.78 up from \$6,416.38 last year; the TMCC-sponsored trackless train was the most popular feature of the festival.
- On 10-25-14, per Yolanda Silva, PTA President, she will recommend to the PTA board that at least half of the funds raised at the festival be spent on technology, like tablets for the library.

Old Business

- Who will compile the slate of 2015 officers and make the copies for the 11-11-14 meeting?
- Set up guest speakers for 2015 meetings? 1-13; 3-10; 5-12; 9-8; and 11-10.
- I'll volunteer for both unless someone else wants to do these things.

New Business

- Per FB posts from 2 residents, what is the date of the spring community rummage sale?
- Using a hand held cell phone and texting in Sinclair's school zone are a problem; I will submit an
 article about this problem for the January Timbergram; I've spoken to Yolanda Silva, Sinclair's
 PTA President, about what the PTA can do to raise awareness that this is a safety issue; and I
 will bring this up at Sinclair's SDMC meeting on November 19 and request that the principal put
 out a statement in the Stargazer or a letter to parents.

Timbergram Update

November Edition

The Timbergram will wrap up the year with above expectations financial performance. In November we grossed \$165 and should accrue an annual profit of about \$1,400. (Note: this may not correspond with cash ledgers reported by the treasurer as this is an

PNL	
Expenses	\$ 985.00
Ad Revenue	\$ 1,150.00
PNL	\$ 165.00

accrued PNL). November saw our longest Timbergram issue at 14 pages.

Following the completion of the November edition, invoices for advertisements were disseminated using Square online solutions for the first time. Thus far, feedback received about the new system, which allows advertisers to pay for ad placements with a credit card online, has been positive. This system provides notable time savings to the editor.

January Edition

In addition to editorial calendar items listed on the last page of this report, topics being considered for the January edition include articles about :

- · Website Updates*
- Election Winner Bios*

Masquerade Party*
 One photo received post-November deadline but write up still needed

Despite repeated requests for updates from the Design Review Committee for the Timbergram, there has been no communication from this committee to the Timbergram editor nor submissions for the publication.

It is the editor suggestion that, since the publication has now been able to break even and generate enough profit to likely offset future credit card processing expenses, that we leave rates for the coming year the same.

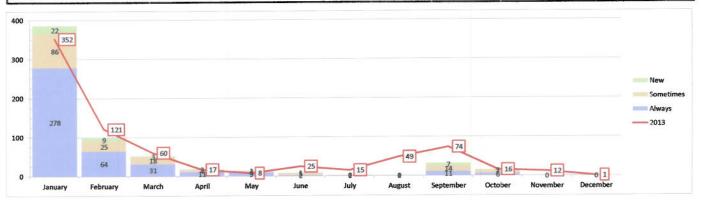
^{*} Items that need submissions or more information provided

TMCC Membership Committee Dues Payments as of 10/28/2014

		D	ues	Beauti	ficat	tion	Legal Rest			Neighb Sec			Ev	ent		20.772	her	
	%	Count	Amt	Count	1	Amt	Count		Amt	Count	3	Amt	Count	0	Amt	Count	- 1	Amt
Events	1%	6	\$ 210	-	\$	-	1	\$	30	-	\$	-	- 10	\$	-	2	\$	45
Mail	85%	531	\$ 21,030	42	\$	960	29	\$	950	65	\$	1,815	4	\$	625	24	\$	975
Meeting	2%	13	\$ 510	1	\$	5		\$	-	2	\$	70	0.70	\$	-	1	\$	20
Website	9%	57	\$ 2,190	4	\$	63	1	\$	3	8	\$	220		\$	198	7	\$	224
Square CC	1%	7	\$ 390	1	\$	40	-	\$	- 1	-	\$	-		\$	-	1	\$	15
Other	2%	12	\$ -	-	\$	-	-	\$	- 1	-	\$	-	-	\$	-		\$	
2014 Total		626	\$ 24,330	48	\$	1,068	31	\$	983	75	\$	2,105	4	\$	625	35	\$	1,279
2013 Total		744	\$ 27,235	20	\$	605	5	\$	95	20	\$	620	0	\$	-	93	\$	2,750
				# Ho	me	s			Amo	ount	200		Avg. Pymt			2012 Avg.		
	2014 Dues Bud Paid Homes Remaining to B		3	833 626 207	. 7	75%	23	\$2	25,000 24,330 670	97%			\$ 30.00 \$ 38.87			\$ 36.51		
	To Meet # Hom	es Budget		207				\$	6,220				\$ 30.00					
	To Meet \$ Budg	net		17				s	670				\$ 38.87					

Section	2014 Paid	Homes	2013 Paid	Homes	2012 Paid	Homes	Total Homes
5	86	52%	98	59%	82	50%	165
6	154	49%	193	61%	149	47%	315
7	80	52%	101	65%	81	52%	155
8	57	51%	70	63%	49	44%	111
9	23	62%	24	65%	21	57%	37
10	41	52%	45	57%	37	47%	79
11	32	52%	39	64%	32	52%	61
12	33	65%	32	63%	31	61%	51
13	58	45%	71	55%	53	41%	128
14	62	48%	72	56%	53	41%	128
	otal 626	51%	745	61%	588	48%	1230

				0044	0040	2009	2008	2007	2006	2005
	2014	2013	2012	2011	2010	2009	2000	2007	2000	2005
Dues Paid	24,330	27,235	21,150	23,720	23,970	24,580	25,110	23,910	24,750	26,230
Houses Paid	626	745	588	670	685	714	750	784	839	885
% Paid	51%	61%	48%	55%	56%	58%	61%	64%	68%	72%
Meeting Attendance										
January	30	24	-	(5)		.		-	-	-
March	40	36	-	-	-	-	-	=	=	17
May	47	21	120	-	-	-	7 -	-	-	-
September	56	35	1.5	8.78	•	-	-	-	2	-
November	-	20	-	-	8 . 8	S. • S	7.0	-		17



Annual Timbergram Editorial Calendar

Distribution	Ad Commitment	Ad Artwork	Article Copy
January	December 5	December 10	December 15
March	February 5	February 10	February 15
May	April 5	April 10	April 15
July	June 5	June 10	June 15
September	August 5	August 10	August 15
November	October 5	October 10	October 15

Monthly Content

January

Membership Solicitation
Winter Festival in Review
Holiday Decorating Contest Winners

March

Easter Egg Hunt Announcement Rummage Sale Announcement

May

Easter Egg Hunt In Review Rummage Sale in Review

July

Independence Day Ice Cream Social Announcement

In Every Edition

Meeting and Speaker Announcement President's Corner West 11th Street Park Update Jaycee Park Update Director & Committee Contact Info Solid Waste Collection Schedule Traces of Timbergrove

September

Independence Day Ice Cream Social in Review Volunteer Dinner Announcement National Night Out Announcement Masquerade Party Announcement

November

Winter Festival Announcement
Holiday Decorating Contest Announcement
General Elections Announcements and
Candidate Info
Volunteer Dinner in Review
National Night Out in Review
Masquerade Party in Review

Yard of the Month
Excellent Eats
Crime Report
Naturally Good Recipes
Meeting Minutes
Membership Form¹

Past editions of the Timbergram and current media kit are available online at bit.ly/TMCCNews

¹ March, May and November editions only

- The previous website timbergrove.org will begin redirecting to the original URL timbergrovemanor.org by the end of
 the month (most likely the evening of 10/29 if final testing completes ok). The most used features (and looks like
 only used features from our stats) of the old site are already live on new site.
- 2. Search Engines are already pointing to new site (and we're being found, finally!)
- 3. Today's email problems (delayed receipt) were not because of any changes to the website migration completely unrelated. It appears to be resolved but I have a ticket with their Sr Support to investigate to prevent it from happening again. To note, a delay like this is not exclusive to our provider (it has happened to me more than once with Gmail); I'm going to give our provider some space on this as long as it doesn't happen again soon. No messages were lost.
- 4. Attempting to end Association Voice on 10/31/2014 Avoid Using Classic Site. AV's initial stance was that we can only cancel once/year in January; Bill Morfey (Zimmer Law) sent them an email to end it due to their personnel changes the request has been pending but expected to go through. If delayed I will provide notice to the Board as required from the previous Board Meeting (it won't be because of us). All files have been backed up to OneDrive account created as temporary storage and sharing links to the remaining Board Members forthcoming.
- 5. So far \$0 additional has been spent on new site. Ending Association Voice should **save** us \$350 for FY14 (November and December) and \$2500 for FY15.
- 6. Square Payments seems to be working quite well. Many people are paying the Offsetting-Dues option do we need to adjust this in the budget?
- 7. Current enhancement working list: DRC Page & Information, Events Page, Meeting Information Page, Search Engine
 Optimization, Lost Pets and Neighborhood Security Postings, & (longer term) Secure Login + Minutes + Directory

	S	ummary			
Reported perio	d Month Oct 2014				
First visit	01 Oct 2014 - 04:41	JAJ Isabino allee p			
Last visit	27 Oct 2014 - 23:59				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	261	376 (1.44 visits/visitor)	2755 (7.32 Pages/Visit)	7677 (20.41 Hits/Visit)	164.42 MB (447.78 KB/Visit)
Not viewed traffic *			987	1038	6.45 MB

^{*} Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.

Visits duration		
Number of visits: 376 - Average: 206 s	Number of visits	Percent
0s-30s	280	74.4 %
30s-2mn	31	8.2 %
2mn-5mn	20	5.3 %
5mn-15mn	24	6.3 %
15mn-30mn	7 and 1	1.8 %
30mn-1h	8	2.1 %
1h+	6	1.5 %

Connect to site from						
Origin			Pages	Percent	Hits	Percent
Direct address / Bookmark / Link in email			347	59.8 %	404	63.4 %
Links from an Internet Search Engine - Full list			175	30.1 %	175	27.4 %
- Google 143 143						
- Yahoo! 30 30						129jbn 07
- DMOZ 1 1						
- Unknown search engines 1 1						
Links from an external page (other web sites except search engines) - Full list		1	58	10 %	58	9.1 %
- http://semalt.semalt.com/crawler.php	25 25 13 13					
- http://www.bing.com/search						
- http://domainsigma.com/whois/timbergrovemanor.org	4	4				
- http://www.norhillrealty.com/2011/12/5-things-to-know-when-buyin	3	3				
- http://24563489.semalt.com/crawler.php	2	2				
- http://aosheng-tech.com	2	2				
- http://l.facebook.com/l.php	2	2				
- http://24563489.website-errors-scanner.com	1	1				
- http://epicsacademy.com	1	1				
- http://privhosting.com	1	1				
- Others	4	4				
Unknown Origin						